

Home Office Safety Checklist

Please complete the HOME OFFICE and IS (second tab) CHECKLISTS and return with the REMOTE WORKPLACE REQUEST

General		Yes	No
1	Workspace is away from noise, distractions, and is devoted to your work needs?		
2	Workspace accommodates workstation, equipment, and related material?		
3	Floors are clear and free from hazards?		
4	File drawers are not top-heavy and do not open into walkways?		
5	Phone lines and electrical cords are secured under a desk or along the wall, and away from heat sources?		
6	Temperature, ventilation, and lighting are adequate?		
7	All stairs are clear and unblocked, well lighted and equipped with handrails?		
8	Carpets are well secured to the floor and free of frayed or worn seams?		
Fire Safety		Yes	No
1	Is there a smoke detector in good working order?		
2	Is there a carbon monoxide detector in good working order?		
3	Is a first aid kit accessible?		
4	Walkways, aisles, and doorways are unobstructed?		
5	Workspace is kept free of trash, clutter, and flammable liquids?		
6	All radiators and portable heaters are located away from flammable items?		
7	You have an evacuation plan so you know what to do in the event of a fire?		
Electrical Safety		Yes	No
1	Sufficient electrical outlets are accessible?		
2	Computer equipment is connected to a surge protector?		
3	Electrical system is adequate for office equipment?		
4	All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?		
5	Equipment is placed close to electrical outlets?		
6	Are electrical outlets and devices properly grounded and power bars used safely?		
7	Equipment is turned off when not in use?		
Computer Workstation		Yes	No
1	Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy?		
2	Chair is adjustable?		
3	Your back is adequately supported by a backrest?		
4	Your feet are on the floor or adequately supported by a footrest?		
5	You have enough leg room at your desk?		
6	There is sufficient light for reading?		
7	The computer screen is free from noticeable glare?		
8	The top of the screen is at eye level?		
9	There is space to rest the arms while not keying?		
Other Safety/Security Measures		Yes	No
1	Files and data are secure?		
2	Materials and equipment are in a secure place that can be protected from damage and misuse?		
Additional Considerations/Comments			
<p>A picture(s) of your home office or workspace may be requested to comply with occupational health and safety requirements.</p>			

IS Remote Work Personal Device Checklist

If any items are checked as "no", please contact the IT department for information on how to turn the item into a "yes" before submitting your request.

	Privacy	Yes	No
1	Do you have a unique login profile set up exclusively for College work that is only used by College employees?		
2	Have you successfully completed the required Cyber-security training courses?		
3	Do you currently have an active and up-to-date anti-virus software program scanning your computer? If so, please provide the name and version:		
4	Do you use the 365 online outlook app when emailing remotely? (You should not use the Outlook desktop app to manage emails away from the College)		
5	Do you use your College 365 OneDrive for working with College files? These files should not be stored on your local device.		
6	Do you have your OneDrive 'Files On Demand' setting turned on?		
7	Do you have a working camera, audio/stereo and mic in place to enable you to participate in virtual meetings?		
8	Do you adhere to the College's Password policy for the College Login profile?		
9	Do you adhere to the College's Screensaver Password and Shut-down policies?		
10	Do you adhere to multi-factor authentication for College-related passwords.		

Additional Considerations/Comments

Please contact the IT department if you have any questions.